

November 1, 2015

Dear Students and Parents/Guardians of the RHS Music Department,

We are pleased to announce that the destination for the 2016 Reservoir High School Music Department Spring Trip is Virginia Beach/Williamsburg, VA!! Our trip is set for Thursday, April 28th to Saturday, April 30th. We will be participating in the Festivals of Music Virginia Beach Festival.

This will be a memorable, fun, and musically rewarding experience for all involved – students and parents alike. The uncertainty of the number of students attending makes it difficult to determine the exact price of the trip at this point. Based on our proposed itinerary, the estimated cost for the trip is **about \$575 per student**. The final amount will vary depending on the number of students and final contract amounts. In order to make our deposit deadlines for buses, hotels, and festival fees, ***we must receive your payments in a timely manner.***

The first deposit of \$100.00 and permission slips due Monday, November 15th, and represents your student's intent to go on the trip. From this, we will be better able to calculate overall trip activities and costs.

The deposit is an extremely important payment as it allows us to commit financially to the hotel, bus, and festival and provides the directors the necessary time to fine-tune their musical selections. It also allows for review of student participation and creates the opportunity to determine a more exact cost for the trip. **No trip deposits will be accepted after February 1st.** This means that no students will be able to be added into the trip after February 1st so please plan accordingly.

Please review the eligibility policy – any student with less than 2.0 GPA and/or more than one failing grade for the 2nd Quarter may not go on the trip. If a student decides for any reason (eligibility, financial, change of mind) not to make the trip, the amount of money, ***if any***, refunded to the student will depend on timing and venue deposit factors. ***A refund of monies paid into the trip is not guaranteed.***

We want ALL students to attend this wonderful event for many reasons. It will allow students the opportunity to demonstrate their hard work throughout the year in a performance with nationally recognized clinicians. The trip provides a much-deserved occasion for team and spirit building. Furthermore, it gives students an opportunity to reach their highest potential, as they will perform for not only other members of the Reservoir Music Department but also other music students from throughout the United States. Most importantly, we want all students to go on the Spring Trip because it will be a fun and memorable event!

Remember that all students may cover some or all of their trip fees by participating in the department's fundraising activities. Between now and April, students can earn monetary credits for their trip by selling citrus fruit, selling chocolate, purchasing grocery cards, and other planned fundraisers. Student account balances are compiled for each fundraiser and are available at request from the treasurer.

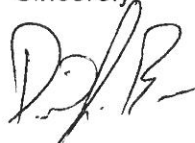
The trip payment schedule is listed below. Please make payments with a check or money order payable to "RHS Music Boosters". To ensure your payment is credited to the right student, please indicate the payment number and your student's name on the check. Payments should be placed in an envelope labeled with "Spring Trip" and the student's name on it and deposited in the band room safe. You are more than welcome to submit smaller, more frequent payments, but please make sure those payments add up to the due date amounts listed below. You are also welcome to submit larger payments. ***Please note that all financial obligations, including trip costs and concert attire fees, must be satisfied at least one month before the trip departure date.***

To make this a successful trip, we will need several adult chaperones. The directors and the trip planning committee will be selecting interested parents based on their participation with the numerous music booster activities throughout the year. If interested, please contact Dr. Knauf via email at gknauf@hcpss.org.

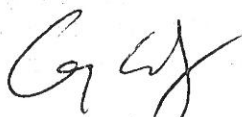
A mandatory pre-trip Pledge Night is scheduled for Wednesday, April 20th, 2016 at 7:00PM in the Auditorium. All students who will be participating in the 2016 Spring Trip must attend this meeting with at least one parent. A make-up session will be Monday, April 25th at 7:00PM.

We are looking forward to another exciting and successful trip and hope each and every Music Department member will be able to attend.

Sincerely,



David Bacon
Band Director



Greg Knauf
Choir Director



Colin O'Bryan
Orchestra Director

Payment Schedule for Spring Trip 2016 to Williamsburg/Virginia Beach, VA

| Payment | Due Date | Required Amount | Date Paid | Check # |
|-----------------|------------------------------------|-----------------|-----------|---------|
| Initial | Monday, November 16 th | \$100 | | |
| 2 nd | Tuesday, December 15 th | \$125 | | |
| 3 rd | Friday, January 15 th | \$125 | | |
| 4 th | Tuesday, February 16 th | \$125 | | |
| Final | Tuesday, March 15 th | Balance | | |

Make checks payable to "RHS Music Boosters". Please be certain to write "Trip Pmt #__ for [Student Name]" on the memo to ensure proper credit.

We suggest you retain this page and use this form to keep track of your payments.

PERMISSION FORM FOR STUDENT FIELD TRIP

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

Dear Parents:

The following trip has been arranged to complement the instructional program of your student. This trip has been approved according to the Board of Education Policy and guidelines established by the Superintendent of Schools. All school system policies and school rules are in effect for the duration of the trip. If you have any questions, please feel free to contact the Teacher-In-Charge.

Please complete the bottom portion of this form, ~~return~~ and return with cash or check to the Teacher-In-Charge. If you can chaperone, please check the box at the bottom and provide your contact information.

The HCPSS Finance Office has contracted with the Envision Payment Solutions, Inc. for the electronic collection of check payments. If the check is returned unpaid, Envision Payment Solutions, Inc. will assess a \$35 fee allowed by Maryland state law and charged as an electronic fund transfer.

| | | | |
|--|--|-------|----------|
| School: | Reservoir HS | | |
| Destination: | Williamsburg / VA Beach, VA | | |
| Objective of the trip: | Compete in Festivals of Music VA Beach Fest | | |
| Class/Group: | RHS Music Dept. | | |
| Departure date: | 4/28/15 | Time: | 6:30 AM |
| Return Date: | 4/30/15 | Time: | 11:00 PM |
| Bus Company: | Dunbar Charters | | |
| Public Transport: | | | |
| Cost per student: | \$ approx. 575 | | |
| Checks payable to: | RHS Music Boosters | | |
| Due Date: | see payment schedule provided | | |
| Meal Arrangements: | at least 5 meals provided, student responsible | | |
| Appropriate Attire: | Correct Attire + casual clothes / for at least 2 | | |
| Total # of Students: | approx. 110 | | |
| Anticipated Ratio of Chaperones to Students: | 1:8 | | |

| This trip will be: | |
|--|--|
| Student Day <input type="checkbox"/> | Extended Day <input type="checkbox"/> |
| Overnight <input checked="" type="checkbox"/> | Non School Day <input type="checkbox"/> |

If the trip returns after the regular student day, the parent will pick up the student at the school within 15 minutes of return.

| |
|---|
| Alternate plans in case of postponement or cancellation: TBD |
|---|

There may be a separate attachment detailing the itinerary, special clothing or cash requirements, as well as any additional rules or procedures. Please contact the Teacher-In-Charge as soon as possible if you have any special needs regarding this trip.

Teacher-In-Charge: Dr. Knaf

Contact number: 410-888-8850

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM RESERVES THE RIGHT TO CANCEL A TRIP AT ANY TIME IN ORDER TO ENSURE THE SAFETY OF BOTH STUDENTS AND STAFF MEMBERS. IF SUCH A CANCELLATION OCCURS, THE SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY FINANCIAL LOSS INCURRED BY THE PARENT. THE SCHOOL SYSTEM IS ALSO NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL ITEMS.

I GRANT PERMISSION FOR _____ TO GO TO Williamsburg / VA Beach
(PRINT Student Name) (Destination)
ON 4/28-4/30/15 I RECOGNIZE THAT HOWARD COUNTY PUBLIC SCHOOL SYSTEM CANNOT BE HELD
(Date)

RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL. PARENT SIGNATURE _____ DATE: _____

☐ I AM AVAILABLE TO CHAPERONE AND ACCEPT THE DUTIES AND RESPONSIBILITIES OF THE POSITION.

CHAPERONE NAME _____ SIGNATURE _____
CHAPERONE PHONE NUMBER _____ CHAPERONE EMAIL: _____

IFAS #39502293 Packet Please detach and return this bottom portion with your payment to the Teacher-In-Charge
Revised 7/14/2014

**RESERVOIR HIGH SCHOOL MUSIC DEPARTMENT
PARENT/GUARDIAN PERMISSION SLIP**

Please read and sign this permission slip and give it to your director at school.

Name of Student _____

Performing Area _____
(choral and/or instrumental)

I give permission for my son/daughter to participate in the planned music trip to Williamsburg/Virgina Beach, VA, April 28th-30th, 2016, and understand that further rules and regulations will be provided prior to the trip at the **Mandatory Trip Pledge Night**, Wednesday, April 20th at 7:00 PM. I accept full responsibility for my son/daughter as a participant in this program. I also authorize the music directors/chaperones to be the parent representatives for my son/daughter while on this trip. Furthermore, I recognize that once deposits and fees are paid to the Festival, contractors, and the bus company, there cannot be a refund for pre-paid services. I also understand that, upon the directors' and administrator's decision, if my son/daughter does not abide by the rules, she/he may be sent home at the parents'/guardians' expense without dispute, and I will also be financially responsible for the transportation costs of an adult chaperone to accompany my child.

I understand that I must submit the Howard County Field Trip Permission Slip, a Health Information Contact Form and, if necessary, a medication form for any prescription or over-the-counter medications that my child might need on the trip. These forms may be found on the music department website and are due by the final trip payment on March 1st, 2016.

Eligibility Policy: I understand that in order to be eligible for the Spring Trip, students must acquire no less than a 2.0 GPA with no more than one E in the 2nd marking period. In addition to being academically eligible, students must complete the required 10 service hours to the Reservoir Music Department to earn participation on the Spring Trip prior to Monday, April 25th 2016.

Signature of Parent/Guardian _____

Date _____

(please sign the reverse side of this page as well)